

**MICHIGAN MANICURIST LIMITED SPECIALIST INSTRUCTOR LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain a manicurist limited specialist instructor license.)

**APPLICATION AND FEES**

- Online Application for a Manicurist Limited Instructor License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)  
Manicurist Limited Instructor: \$63.00

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS**

- Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Have a high school diploma or its equivalent.
- Is licensed as a manicurist in Michigan.
- Have completed not less than 300 hours of instructor training.
- Have passed the theory examination. For exam related questions or to schedule your exam visit [www.psiexams.com](http://www.psiexams.com) or contact PSI at 855-579-4635.

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### ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to ALL Applicants)

- Online Application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPLUS Login**, select **“Modification”** next to your license number and this will start the relicensure process.
- Manicurist Limited Instructor Relicensure: \$83.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

#### **Applicants for relicensure whose license has lapsed for MORE than 3 years after the expiration date of the last license must satisfy either of the following:**

- Pass the examination required for licensure within a 1-year period immediately preceding the date of the relicensure.
- Establish that you have held an active esthetician limited instructor license in good standing in another state within the 3 years preceding application.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Manicurist Limited Instructor Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee: \$48.00 (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
- Renewal Cycle: 2 years
- Accept Renewal Attestation – By accepting the renewal attestation you as the licensee are certifying that you have met the requirements and all information provided on your renewal application is true and complete.

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the cosmetology link you can access the following helpful resources and forms:

#### Resources:

- Occupational Code
- Administrative Rules for Cosmetology